



Be Peace. Choose Peace. Create Peace.

POSITION DESCRIPTION

CLASSIFICATION

Issue Date	
Title	
Supervisor	
Position Type	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Other <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other
FLSA Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Not Applicable
Term	<input type="checkbox"/> Fixed Dates: <input type="checkbox"/> Not Fixed <input type="checkbox"/> Not Applicable
Pay Type	<input type="checkbox"/> Wage <input type="checkbox"/> Salary <input type="checkbox"/> Fee <input type="checkbox"/> Other <input type="checkbox"/> None
Pay Range	\$ to \$ per <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Other
Function Areas	<input type="checkbox"/> Accounting <input type="checkbox"/> Archive <input type="checkbox"/> Compliance <input type="checkbox"/> Executive <input type="checkbox"/> Finance <input type="checkbox"/> Governance <input type="checkbox"/> Information <input type="checkbox"/> Operations <input type="checkbox"/> Partnerships <input type="checkbox"/> People <input type="checkbox"/> Performance <input type="checkbox"/> Planning <input type="checkbox"/> Programs <input type="checkbox"/> Promotion

CONDITIONS

Location Address	
Location Setting	



Position Description—

Physical Requirements	
Travel Requirements	
Typical Schedule	

RESPONSIBILITIES

Summary	
Duties	

QUALIFICATIONS

Knowledge, Skills, and Abilities Requirements	
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Position Description—

Education Requirements	
Credential Requirements	
Experience Requirements	
POSITION HOLDER	
Position Holder Name	
Position Holder Acceptance	I have received and reviewed this position description, understand the requirements and duties of the position, and willingly accept the position.
Position Holder Signature and Date	